

DURHAM



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CITY OF MEDICINE

CITY OF DURHAM | NORTH CAROLINA

Date: December 11, 2012

To: Mayor & Members of the City Council

From: D. Ann Gray, MMC, City Clerk

Subject: Municipal Records Retention & Disposition Schedule

Executive Summary

On August 3, 2009, the City Council adopted the Municipal Records Retention and Disposition Schedule issued by the North Carolina Department of Cultural Resources-Division of Archives and Records. A newly revised schedule has been issued by the North Carolina Department of Cultural Resources, dated September 10, 2012, and I am submitting same for your approval. This schedule is in accordance with North Carolina General Statutes Article 1 of Chapter 121 and Chapter 132. It prohibits the City from destroying any records prior to the time periods stated in the schedule. I am attaching the prefaces of this schedule as general information. This schedule is 214 pages in volume and is available for review in our office. It is also online at http://www.records.ncdcr.gov/local/municipal/FINAL_20120912.pdf. As in the past, all city departments will be made aware of this new schedule.

Recommendation

To adopt the Municipal Records Retention and Disposition Schedule as issued by the North Carolina Department of Cultural Resources-Division of Archives and Records, and to authorize the City Manager, Mayor and City Clerk to sign the approval form on behalf of the City.

Financial Impact

No fiscal impact identified.

Attachments (Preface pages of newly revised schedule)